



CITY OF GRANTS PASS - JOB OPPORTUNITY DIGITAL AND COMMUNICATIONS SPECIALIST

ANNUAL SALARY RANGE: \$42,127 - \$53,304



WORKING FOR THE CITY | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

POSITION SUMMARY | The Digital and Communications Specialist's role is to manage the organization's image. A typical day may involve keeping the public informed about the activities of the organization, fielding press inquiries regarding a specific issue, and drafting press releases. This position helps the organization determine the tone it needs to use across social media. This position is also responsible for items such as:

- Helping ensure City brand consistency
- Writing articles and managing the City's newsletter
- Managing and monitoring public opinions of the City's social media accounts
- Creating and maintaining a positive public voice

We offer competitive wages, excellent benefits, generous paid vacation, sick and holidays, and a great work environment with wonderful people.

MINIMUM JOB REQUIREMENTS | An Associate's degree with major course work in public relations, journalism, communications, marketing or a related field and three years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS | Oregon Driver's License – Class C

ELIGIBLE INCENTIVES | \$75 for a Bachelor's degree and a second language incentive of \$50 per month is available for passing a proficiency exam in Spanish.

Questions regarding this role direct to: humanresources@grantspassoregon.gov or 541-450-6050.

Application deadline:

Open Until Filled

APPLY ONLINE TODAY

www.grantspassoregon.gov



City of Grants Pass Human Resources
101 NW A Street
Grants Pass, Oregon 97526
541-450-6050

VISIT US AT WWW.GRANTSPASSOREGON.GOV